

CHAPTER 6

GUIDELINES, APPLICATION INSTRUCTIONS AND FORMS FOR HOMEOWNERSHIP PROJECTS

Housing Trust Fund Guidelines and Procedures

Before you begin preparing a HTF Home Ownership application, review the HTF Guidelines and Procedures Handbook Introduction, Chapter 1 and Chapter 2 thoroughly to understand HTF statutory criteria, program requirements and the application process. To be eligible for HTF funding, projects must be consistent with the guidelines in Chapter 2 of the HTF's Guidelines and Procedures Handbook.

Additional Guidelines for Homeownership Applications

Following are additional guidelines affecting homeownership down payment assistance and development projects.

Eligible Project Type: Housing Trust Funds may be used for a variety of homeownership project types including but not limited to:

- Single family, duplex or townhouse units
- Condominium units
- Rental units converting to condominium ownership
(where existing tenants are not displaced)
- Community Land Trust developments
- Purchase/rehabilitation units
- Lease to own projects

Eligible Activities: Housing Trust Funds may be used for the following activities incorporating one or more of the project types:

Down Payment Assistance Loans – Existing Housing

HTF may be used for down payment assistance loans to assist low-income households to purchase an existing home or condominium. Applicants for down payment assistance loans are not required to complete all forms in the application. Please refer to the Checklist on page 6-9 to determine which forms you need to complete.

Down Payment Assistance Loans – Development Project-related.

HTF may be used for down payment assistance loans to assist low-income home buyers purchase units in a newly constructed or rehabilitated housing project. Site control is a requirement for an award of down payment assistance funds earmarked for a development project, and the developer must demonstrate that the funds will be used within two years. Applicants for Down payment Assistance – Development Project-related loans are not required to complete all forms in the application. Please refer to the Checklist on page 6-9 to determine which forms you need to complete.

Development Project Loan

HTF may be used for to pay development costs for new construction and acquisition/rehabilitation projects, including acquisition, infrastructure and building construction and development soft costs. Evidence of site control is required, except for projects that will acquire scattered site existing single-family

homes. Developers should specify the proposed resale restrictions and affordability period in the application. Applicants for Development Project Loan must complete all of the forms in the application., except scattered site projects that will purchase and/or rehabilitate existing single-family homes. If questions, please refer to the check list or call HTF staff.

Ineligible Activities: Housing Trust Funds may not be used for:

Program Administration
Homebuyer Education and Counseling

Eligible Buyers: Homeownership opportunities may be offered to buyers earning up to 80% of the area median income, who have not owned a home in the past three years.

Home Buyer Education: Buyers must successfully complete a pre-purchase homebuyer education program, including programs certified by the Washington State Housing Finance Commission, the U.S. Department of Housing and Urban Development and the Neighborhood Reinvestment Full-Cycle Lending program.

Revolving Loan Fund:

Most HTF homeownership awards are made to an organization to establish a revolving loan fund.

Section 600 Purpose:

The purpose of the homeownership program is to provide homeownership opportunities to low-income families and individuals. Within this chapter is information on applicant and project eligibility, application requirements and project funding criteria.

600.1 Fund Availability And Schedule

Refer to the Introduction Section of the HTF Guidelines and Procedures Handbook for information about Fall 2003 fund availability and the application schedule.

600.2 Application Instructions

Applications must be **submitted in two stages** approximately one month apart. The purpose of the first stage is to provide CTED with an indication of the amount of funds that will be requested and the types of projects proposed. It also allows additional staff time to review financial statements.

600.3 Stage 1

NOTE: HTF applicants may not need to submit Stage 1-related audit reports, financial statements and tax forms for the Fall 2003 HTF Stage 1 application process.

If you submitted an HTF application during the Spring 2003 application round, please either check the Housing Division website @ <http://housing.oed.wa.gov> or contact the Housing Division staff to confirm the need for such documents.

If you did not submit an HTF application during the Spring 2003 application round, please follow the instructions noted below for Stage 1.

Stage 1 of the application consists of one copy of the following:

- The completed Project Summary (Form 1 is required for each Fall 2003 application)
- Complete audit reports for each of the past two years for the applicant, including an OMB

- circular A-133 supplement as appropriate, any audit findings, corrective action plan, management letter and agency response (see note above).
- If the applicant organization has not been audited, financial statements for each of the past two fiscal years and a year to date statement certified by the applicant's C.F.O. Financial statements will include balance sheets and cash flow, revenue and expense and long-term debt statements (see note above)
- If the applicant has not been audited, submit copies of filed tax return 990 forms for the past two years if a nonprofit organization or submit the previous year 990 form if the applicant is new and only has one. Please note if you have requested an extension for the 2002 return and when the return will be sent to the IRS (see note above).
- If the proposed request of funds exceeds HTF funding limits (see Section 201.3), a letter addressed to the Assistant Director of the Housing Division requesting a waiver from the limit, including a discussion of the reasons for the request. The maximum award amount for a homeownership or single-family rehabilitation project is \$500,000.
- Due Date: **5:00 p.m. on Wednesday, August 15, 2003.** There will be no exceptions to this deadline. Faxed or emailed materials will not be accepted.

NOTE: Applicants must pass Stage 1 requirements in order to be considered for Stage 2.

600.4 Stage 2

Stage 2 of the application consists of the remaining application requirements as described in this chapter.

Complete the application in accordance with the Application Table of Contents provided. Create tabs, using the numbering system in the table of contents located in Section 309. Numbers have been assigned to all questions requiring narrative responses and all forms. Do not substitute any forms. Place the responses and attachments under the appropriate tab in the following order: narrative response, form and attachments.

Use the Application Table of Contents as a handy checklist for ensuring that your application is responsive to all application format and threshold requirements.

Application Format

All applications must be submitted in the following format:

- One original and 4 copies
- Original of full market study, environmental assessment and appraisal. Executive summaries in copies
- The application is letter size (8.5" x 11")
- Minimum 12-point font size used for all narratives
- Narratives can be in bulleted statements.
- Organized in format as illustrated in Table of Contents (Section 309)
- Tabs in HTF prescribed format as in Table of Contents (Section 309)
- All budgets and forms are in prescribed format
- The application is contained in an appropriately sized three-ring binder. A separate binder should be used for each copy.

Due Date: Stage 2 documents are due to CTED Housing Division by 5:00 p.m. September 17, 2003.

Section 601 Project Summary Instructions (Form 1)

601.1 Eligible Applicant

Refer to Section 202.1 in the HTF Guidelines and Procedures Handbook to determine applicant eligibility.

- Organization Name: Provide the full, legal name of your organization as it is shown by the Secretary of State in your incorporation documents. Do not use abbreviations or acronyms.
- Organization Address: Provide the mailing address of your organization.
- Organization's Unified Business Identifier (UBI): Used by the Secretary of State
- Organization Type: Check the type of eligible organization in space provided.
- Executive Director Name: Provide name of the head of your organization, such as executive director, CEO, etc.
- Phone: Provide the telephone number for your executive director.
- Fax Number: Provide the main FAX number for your organization.
- E-Mail: Provide the e-mail address used by the executive director of your organization.
- Project Contact Name: Provide name of person who can answer questions regarding this project.
- Project Contact Organization: Provide name of project contact's organization, if different from the applicant's organization.
- Project Contact Address: Provide address of contact person, if different from the organization mailing address.
- Project Contact Phone: Provide the telephone number of the contact person.
- Project Contact FAX: Provide the FAX number of the contact person.
- Project Contact E-Mail: Provide the e-mail address of the contact person.
- Application Contact Information (if different from Project Contact above): Provide name of person who can answer questions regarding this application, name of organization, address, phone, FAX and e-mail address.

601.2 Eligible Activities

- Project Name: Provide the full name of your project. Make sure this is the same project name you use on applications to other funders.
- Project Address or Location: Provide the street address of the project or the legal description of the property if no street address.
- County: Provide name of the county where project is located.
- State Legislative District: Provide the **state** legislative district number where the project is located, **not** your organization's office.
- Federal Congressional District: Provide the **federal** congressional district where the project is located.
- Housing Stock Status: Check one.
- Project Activities: Check all that apply.

601.3 Target Populations

Check all that apply and enter number of units and beds for each special needs population group.

601.4 Proposed Number of Units Per Size and Income Level

Enter the number of proposed units by size for each income level to be served. Any resident manager units must be separately identified.

601.5 Permanent Capital Funding Sources and Total Development Costs

- Residential: List all residential capital funding sources for the project and residential development cost subtotal. Enter funding sources as committed/conditional or proposed, as applicable.
- Housing Trust Fund: This is where you include all funds you are requesting from the regular Housing Trust Fund that are not Set-Asides.
- HTF Set-Aside: This is where you specify any funds you are requesting from one of the Set Asides. Set-Asides for the 2003-2005 biennium include Farmworker Housing, Homeless Families With Children, Persons with Developmental Disabilities, Self-Help Housing and Housing for Survivors of Domestic Violence.
- Non-Residential: List all non-residential capital funding sources for the project and non-residential development cost subtotal. Enter funding sources as committed/conditional or proposed, as applicable.
- Total Development Costs: Enter total project funding, both residential and non-residential.

601.6 Original Signature of Authorized Official

Provide name, original signature and title of person authorized to submit application. Enter date of application.

Section 602 Questions Regarding Project Design and How Project Meets the Needs of the Target Population

602.1 Project Description, (Form 2)

Provide a succinct, complete description of the project and how you plan to assist first time homebuyers.

602.2 Homebuyer Education and Counseling (Form 3)

- Describe how your agency provides homebuyer education and counseling.
- If other agencies are providing services, provide letters of commitment documenting their homebuyer education services.

602.3 Site and Project Readiness (Form 4)

Provide a description of the proposed or actual site and discuss any issues of site control, zoning, special permits, environmental hazards and licensing and how they can be resolved in a timely manner.

602.4 Project Schedule (Form 5)

The project schedule and cash flow statement for development projects (Form 11) should indicate that all proposed and conditional funds will be committed within 12 months of the HTF fund award and that the project can be completed within two years of the HTF contract execution date.

- List each task for the project in chronological order and enter a projected completion date and responsible party for each task. At a minimum, show projected dates for commitment of all funding sources, any land use approvals, and milestones for property acquisition and/or construction.
- The information you provide in the project schedule must be consistent with the information provided on the cash flow statement. (for development projects)

602.5 Need for Project (Form 6)

The project design and scope of work must be consistent and feasible and respond to a housing need identified by the local community and/or the state. Need for housing for the target population and targeted income levels must be supported by a market study and/or other type of needs assessment. Elements of the project must meet all threshold and eligibility requirements of the funding sources, including target population and affordability. Support services are included, if appropriate.

602.6 Tenant Relocation Plan (Form 7)

Describe the process to be used for relocation, either permanent or temporary, and how these activities will be funded. If relocation activities are not necessary, skip to subsection 602.7.

602.7 Linkage with Local Plans and Programs (Form 8)

Describe and document the project's consistency with local plans and programs.

Section 603 Questions Regarding Project Financial Feasibility

603.1 Development Budget (Forms 9A, 9B, 9C)

Note: Forms 9A, 9B, 9C are available in Excel format on the Washington State Housing website.

Estimates in the development budget should be reasonable, cost effective, and appropriate to the scale and complexity of the project. For subdivision developments, documentation of

estimates by an independent, professional third party is required by HTF. The construction cost estimates should correspond to the basic construction contract line item in the development budget. If this is not the case, provide an explanation.

See details in Form 9A, 9B, and 9C.

603.2 Development Budget Narrative (Form 9C)

- Use the chart provided in 9C to explain how the cost for each residential expense was determined and when the estimates were made.
- Use the chart to describe and highlight any variances from the prescribed contingencies.
- Identify who made the estimates and the assumptions used in making such estimates

603.3 Financing Details, Residential Unit Cost and Financing Detail, Bridge & Permanent Financing (Forms 10A, 10B)

Note: Form 10B is available in Excel format on the Washington State Housing website.

- Enter the amounts requested; calculate the values as indicated on the Residential Unit Costs/Financing Detail form.
- Discuss your proposal for terms of the HTF award on Form 10A.
- If applicable, include funding commitment letters.

603.4 Estimate of Cash Flow During Development (Form 11A)

Note: Form 11A is available in Excel format on the Washington State Housing

- Provide a cash flow analysis of your development budget from pre-development through completion of construction.
- On the form provided, **write the month and year of the beginning quarter of the project.** Although space for 10 quarters is provided, this does not imply that your project will or should take that much time to complete. Be sure your schedule corresponds with your funding sources' requirements for completion.
- At the bottom of the page, note any potential for lags in the flow of cash that could jeopardize the project.
- A "Sample Estimate of Cash Flow During Development" (11B) follows the form.

603.5 Affordable Home Buyer Worksheet (Form 12)

Complete the Affordable Home Buyer Worksheet, indicating the proposed affordability for your project. Include additional examples if your project targets multiple income levels.

603.6 Down Payment Assistance Budget and Rehabilitation Assistance Budget (Form 13A & B)

Describe your project down payment assistance or rehabilitation budget. Include in your discussion the status of all sources of funding for your homeownership project:

- Discuss the amount and sources of all funds. Describe how each source of funds will be used in your project.
- Describe the status of funds not yet committed to the project.
- Terms of all sources, including first and secondary mortgages
- Indicate the number of households to be assisted per funding source.

Section 604 Questions Regarding Organizational Capacity of Applicant

The applicant must demonstrate that the skills and experience of the development team and the property management team, and the capacity of the organization are appropriate to the size and complexity of the project. The applicant must be able to demonstrate its management ability through fiscally sound accounting practices.

604.1 Experience of Management Team and Management Plan (Forms 14)

Describe your organization's experience and capacity to develop the type of housing you are proposing.

604.2 Experience of Applicant/Development/Management Team (Forms 15 & 16)

Describe your organization's experience and capacity to develop the type of housing you are proposing.

604.3 Financial Capacity of Applicant (Form 17)

Describe the financial stability of the agency.

604.4 Revolving Loan Fund Spread Sheet (Form 18)

Complete if you currently have a revolving loan fund using repayment of HTF funds.

**HOUSING TRUST FUND
CHAPTER 6 - HOMEOWNERSHIP
STAGE 2 APPLICATION
TABLE OF CONTENTS/CHECKLIST**

TAB #	TOPIC/ QUESTION	FORM #	DPA	DPA- DEVELOPMENT	DEVELOPMENT PROJECT	ATTACHMENT/ DOCUMENT	APPLICANT CHECKLIST
1	Project Summary	1	X	X	X		
2	Project Description	2	X	X	X		
3	Homebuyer Education and Counseling	3	X	X	X		
4	Site & Project Readiness	4		Site Control Documentation only	X	<ul style="list-style-type: none"> • Site Control • Zoning & local approval letter • Phase 1 environmental site assessment 	
5	Project Schedule	5	X	X	X		
6	Need for Project	6	X	X	X	<ul style="list-style-type: none"> • Market study 	
7	Tenant Relocation Plan	7	X	X	X		
8	Linkage with Local Plans & Programs	8	X	X	X	<ul style="list-style-type: none"> • Program linkage/direct support letters • Consistency with local plans letters 	
9	Residential Development Budget Non-Residential Development Budget Development Budget Narrative	9A 9B 9C			X	<ul style="list-style-type: none"> • Appraisal or property tax assessment • Construction cost estimate 	
10	Financing Details Residential Per Unit Cost Data and Bridge & Permanent Financing	10A 10B			X	<ul style="list-style-type: none"> • Funding commitment letters 	

11	Estimate of Cash Flow During Development Sample Estimate of Cash Flow	11A 11B			X		
TAB #	TOPIC/ QUESTION	FORM #	DPA	DPA- DEVELOPMENT	DEVELOPMENT PROJECT	ATTACHMENT/ DOCUMENT	APPLICANT CHECKLIST
12	Affordable Home Buyer Worksheet	12	X	X	X		
13	Down Payment Assistance Budget and Rehabilitation Assistance Budget	13A 13B	X	X	X		
14	Management Team and Management Plan	14	X	X	X		
15	Experience of Applicant/Developer/Management Team	15	X	X	X	<ul style="list-style-type: none"> List of development team members 	
16	Project Completed / Under Development	16	X	X	X		
17	Financial Capacity of Applicant	17	X	X	X	<ul style="list-style-type: none"> WA State nonprofit certification IRS nonprofit letter Signed board resolution List of board members 	
18	Revolving Loan Fund	18	X	X	X		

1. PROJECT SUMMARY

1.1 Eligible Applicant

NOTE: For Stage 2 please identify any changes (e.g. highlighted, bolded, italicized) from Stage 1.

Organization Name: _____

Address: _____

Unified Business Identifier: _____

Federal Tax I.D. Number: _____

Organization Type (check one):

<input type="checkbox"/>	Local government
<input type="checkbox"/>	Housing Authority
<input type="checkbox"/>	Nonprofit Community Based Organization
<input type="checkbox"/>	Indian Tribe
<input type="checkbox"/>	Regional Nonprofit Housing Assistance Organization
<input type="checkbox"/>	Statewide Nonprofit Housing Assistance Organization
<input type="checkbox"/>	Regional Support Network
<input type="checkbox"/>	Qualified Tenant Organization
<input type="checkbox"/>	Public Development Authority
<input type="checkbox"/>	Community Housing Development Organization (CHDO)
<input type="checkbox"/>	Community Based Development Organization (CBDO)

Executive Director Name: _____

Phone: _____ **Fax Number:** _____ **E-mail:** _____

Project Contact Name: _____

Organization: _____

Address: _____

Phone: _____ **Fax Number:** _____ **E-mail:** _____

Application Contact Name (if different than Project Contact above): _____

Organization: _____

Address: _____

Phone: _____ **Fax Number:** _____ **E-mail:** _____

1.2 Eligible Activity

Project Name: _____

Project Address or Location: _____

Project Tax Parcel Number(s), if available _____

County: _____

State Legislative District: _____

Federal Congressional District: _____

Housing Stock Status (check one):

<input type="checkbox"/>	Existing Privately Owned
<input type="checkbox"/>	Existing Publicly Owned
<input type="checkbox"/>	Other (please specify)

Project Activities (check all that apply):

<input type="checkbox"/>	Acquisition	<input type="checkbox"/>	
<input type="checkbox"/>	Rehabilitation	<input type="checkbox"/>	Single Family
<input type="checkbox"/>	New Construction	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

1.3 Target Populations

Populations (check all that apply):

<input type="checkbox"/>	Families
<input type="checkbox"/>	Individuals
<input type="checkbox"/>	Special Needs

Length of Commitment to Target Population: _____ (Must be at least 40 years)

Number of Units/Beds per Special Needs Populations:

Units	Beds	Population
		Mentally Ill
		Developmentally Disabled
		Domestic Violence
		Elderly
		Homeless
		HIV/AIDS
		Alcohol/Substance Abuse
		Farmworker
		Youth Under Age 21
		Other

1.4 Proposed Number of Units Per Size and Income Level

Project Activities:

____ Down payment Assistance Loans – Existing Housing

____ Down payment Assistance Loans – New Project Related

____ Development Project Loan

How many new homebuyers will you assist during the two-year contract period? _____

Affordability commitment:

% Median Income	# of Units

1.5 Permanent Capital Funding Sources and Total Development Cost

Residential

Source	Proposed Funding	Committed/Conditional Funding	Total Funding
Housing Trust Fund (HTF)			
HTF Set-Aside (specify)			
Residential Development Cost			

Non-Residential

Source	Proposed Funding	Committed/Conditional Funding	Total Funding
<i>Non-Residential Development Cost</i>			

Total Development Cost

	Proposed Funding	Committed/Conditional Funding	Total Funding
TOTAL DEVELOPMENT COST			

1.5 Signature of Authorized Official

Signature: _____ Title: _____

Name: _____ Date: _____

Form 2
PROJECT DESCRIPTION
(Limit response to 2 pages)

Provide a succinct, complete description of the project and how you plan to assist first-time homebuyers. The description should include the items below, as applicable:

- Describe the homeownership units, such as detached units, duplexes, townhouses, etc. and the homeownership model.
- Describe the property to be acquired, constructed and/or rehabilitated. Include a physical description of the planned project that includes the size, type of construction, layout of the buildings, and any other unique features of this particular project and target population.
- If existing buildings, give the date of construction.
- If your organization already owns the project, when did your organization purchase it and what was the purchase price?
- Provide a detailed description of any planned construction, rehabilitation or other site improvements, including project design elements. If a rehabilitation project, explain environmental or abatement issues for this project and population.
- Provide a description of the type of households to be served, including the size and description of the households, and any known special characteristics. (i.e., age, disabilities, special needs, etc.).
- List design features and material specifications that accomplish the following:
 - Promote the health and safety of the residents.
 - Make the project more durable/sustainable over its lifetime.
 - Minimize the use of resources in either construction or operation of the building.
 - Increase affordability for residents (related to utility costs)

These items should be shown in the construction cost estimate.

- Explain why the chosen design features are responsive to the housing needs of the target population.
- Describe the location of the project and its surrounding neighborhood. Include a discussion of transportation options, nearby services, etc.
- Describe the down payment assistance model proposed for use including term, rate, deferral period, and contingent interest, shared appreciation formula and/or right of first refusal.

Form 3
HOMEBUYER EDUCATION AND COUNSELING
(Limit Response to 1 page)

- Briefly describe how your agency will market the program and how eligible homebuyers will be selected for assistance.
- Describe homebuyer education and counseling services that will be provided by either your own agency or other program to properly prepare first time homebuyers to purchase and maintain their own home.
- This education should include information on avoiding predatory loans targeted to low-income homebuyers and homeowners.
- Include in your description your organization's plan for providing assistance with credit repair and/or budgeting for households not yet able to qualify for mortgage financing, and for providing follow-up or post-purchase counseling.
- Identify how these services will be provided, including any linkages with other agencies such as the Washington State Housing Finance Commission, consumer credit counseling and local homebuyer agencies.
- Provide letters documenting the homebuyer education service if provided by another agency.
- Describe how the homebuyers will be qualified for mortgages and how the closing of home sales will be conducted.
- If the project will serve persons with special needs, describe supportive services that will be provided and attach a letter confirming support by any other agency.

There are no HTF funds available to cover the costs of homebuyer education or counseling.

Form 4
SITE AND PROJECT READINESS
(Development Projects Only)

Provide a description of the proposed or actual site and discuss any issues of site control, zoning, special permits, environmental hazards and how they can be resolved in a timely manner.

- Provide information about specific site and/or documentation of site control in Tab 3.
- Describe the zoning for the site and if proposed project is consistent with existing zoning requirements.
- Current status of architectural plans and design, and project financing and how they contribute to the timeliness of the proposed schedule.
- Zoning for the site and if the proposed project is consistent with existing zoning requirements and the permit process. If the project is not consistent with zoning describe what you are doing about it. Ensure critical decision points are included in Form 4, Project Schedule.
- Issues or hazards, man-made or natural, associated with the site that will affect its development and/or use for housing. Include a discussion of any recommendations for mitigation of existing conditions noted in the Phase I Environmental Assessment. For rehabs, discuss any recommendations for abatement of asbestos, lead paint, or mold noted in the Hazardous Material Survey.
- **Attachments in this Tab:**
 - Documentation of site control
 - Letter from local planning department verifying that proposed project is consistent with existing zoning or if a variance or special use permit is needed, the letter should provide assurance that approval can be obtained prior to HTF contract execution. If a proposed project will continue an existing use, a zoning letter is not required.
 - Phase I Environmental Survey. Full survey in original application. Executive Summary in copies.

Form 5
PROJECT SCHEDULE

SCOPE OF WORK		
<u>Task</u>	<u>Projected Completion Date</u>	<u>Responsible Party</u>

Describe any aspects of the project that may lead to delays (e.g., zoning, siting) and how the schedule will be adapted to respond.

Form 6
NEED FOR PROJECT
(Limit response to two pages)

- Describe the nature and magnitude of the problem or need this project is designed to address.
- Describe and document the housing market conditions, including vacancy rates for targeted income levels. Documentation must specifically reference the area where the project will be located.
- For scattered site projects, provide real estate listings that support the availability of homes for the target population
- Include data specific to the population you are proposing to serve and specific to the geographic area where the project will be located. Examples of data that may be used are market studies, housing needs studies and plans, housing condition surveys, and agency client surveys. If you refer to waiting lists, surveys or list of pre-qualified renters or homebuyers, you must cite your references.
- For special needs projects, provide data about the housing needs of the population you are planning to serve.
- If a market study is required, **summarize the findings** and describe how the study supports the design of this project.
- **Attachments in this Tab:**
 - Market Study for development projects. Place full study in original application, executive summary in copies.

Market studies are not required for scattered site single-family projects

Form 7
TENANT RELOCATION PLAN

Describe the process to be used for relocation, either permanent or temporary, and how these activities will be funded. **If relocation activities are not necessary, skip to Form 6.**

- Note the availability of comparable replacement units.
- Include a budget for relocation showing estimates of staff time and using the maximum benefits allowed to people being displaced.
- Show how the relocation plan is consistent with the relocation requirements of any of the fund sources anticipated for the project.

Form 8
LINKAGE WITH LOCAL PLANS AND PROGRAMS
(Limit response to one page)

Describe and document the project's consistency with local plans and programs.

Address consistency with the following:

Local Comprehensive Plan - Cite a policy or goal in the plan that this project is implementing. Specify which county or city plan you are citing. This item does not apply to projects located in the following counties and cities within these counties: Adams, Asotin, Cowlitz, Grays Harbor, Klickitat, Lincoln, Okanogan, Skamania, Stevens, Wahkiakum, Whitman.

Local Consolidated Plan. - If the jurisdiction where the project is located does not have a local Consolidated Plan, it must be consistent with the state's Consolidated Plan.

If applicable, Homeless Continuum of Care Plan

If applicable, any housing plans or programs for special needs groups

DO NOT attach copies of the plan documents.

Describe linkages with any local or state programs that will provide support for the project.

Attachments in this Tab:

Letter of consistency with Consolidated Plan (If jurisdiction does not have a consolidated plan, the state plan serves as the applicable document.)

If applicable, letter of consistency with Continuum of Care Plan.

Please note: It is wise to make your request for such letters as early in the process as possible. It can take time for a jurisdiction to produce such letters.

**The forms on the following three pages
(Forms 9A, 9B, & 9C)
are also located in Excel format
on the
Washington State Housing website.**

(Available in Excel format on the Washington State Housing website)

TDC must match TDC in Project Summary

[illegible]

SUBTOTAL

SUBTOTAL

[illegible]

SUBTOTAL

[illegible]

SUBTOTAL

[illegible]

--	--	--	--	--	--

Form 9B (Spring 2003)
NON-RESIDENTIAL DEVELOPMENT BUDGET
(Available in Excel format on the Washington State Housing website)

Note: Add an extra page if more columns are needed. Do NOT combine funding sources in a column.

Non-Residential	Non-Residential			
Total	Source	Source	Source	Source
Acquisition Costs:				
Purchase Price				
Liens				
Closing, Title & Recording Costs				
Extension payment				
Other: _____				
SUBTOTAL				
Construction				
Basic Construction Contract				
Bond Premium				
Infrastructure Improvements				
Hazardous Abate. & Monitoring				
Construction Contingency (%) SEE BELOW				
Sales Taxes				
Other Construction Costs: _____				
Other Construction Costs: _____				
SUBTOTAL				
Development				
Appraisal				
Architect/Engineer				
Environmental Assessment				
Geotechnical Study				
Boundary & Topographic Survey				
Legal				
Developer Fee				
Project Management				
Technical Assistance				
Other Consultants: _____				
Other: _____				
SUBTOTAL				
Other Development				
Real Estate Tax				
Insurance				
Relocation				
Bidding Costs				
Permits, Fees & Hookups				
Impact/Mitigation Fees				
Development Period Utilities				
Construction Loan Fees				
Construction Interest				
Other Loan Fees (Impact Capital, State HTF, etc.)				
LIHTC Fees				
Accounting/Audit				
Marketing/Leasing Expenses				
Carrying Costs at Rent up				
Operating Reserves				
Other: _____				
SUBTOTAL				
Total Non-Residential Cost				

***Minimums: 10% New Construction, 15% Rehabilitation. Please explain variations**

Form 9C (Spring 2003)
RESIDENTIAL DEVELOPMENT BUDGET NARRATIVE

This form is available in Excel format on Washington State Housing website.

For each cost item, explain the basis for the cost, note when the estimate was made, and identify who made the estimates.

Acquisition Costs:

Purchase Price
 Liens
 Closing, Title & Recording Costs
 Extension payment
 Other: _____

Total Cost	

Construction

Basic Construction Contract
 Bond Premium
 Infrastructure Improvements
 Hazardous Abate. & Monitoring
 Construction Contingency
 Sales Taxes
 Other Construction Costs: _____
 Other Construction Costs: _____

Development Costs: Professional

Appraisal
 Architect/Engineer
 Environmental Assessment
 Geotechnical Study
 Boundary & Topographic Survey
 Legal
 Developer Fee
 Project Management
 Technical Assistance
 Other Consultants: _____
 Other: _____

Other Development Costs

Real Estate Tax
 Insurance
 Relocation
 Bidding Costs
 Permits, Fees & Hookups
 Impact/Mitigation Fees
 Development Period Utilities
 Construction Loan Fees
 Construction Interest
 Other Loan Fees (Impact Capital, State HTF, etc.)
 LIHTC Fees
 Accounting/Audit
 Marketing/Leasing Expenses
 Carrying Costs at Rent up
 Operating Reserves
 Replacement Reserves

Form 10A
FINANCING DETAILS
(Limit response to one page)

- If you are submitting more than one application during this round, please list the name of each project and provide a rank ordering with the highest priority project listed first.
- What efforts have you made to leverage other funds that are not included in the project summary?
- Complete Form 10B – Financing Details (EXCEL Spreadsheet)
- Add any clarifying information , as necessary, on your proposal for terms of the HTF award as listed in Permanent Financing (Form 10B)
- **Attachments in this Tab:**
 - Funding commitment letters, including letters for committed donations and project sponsor donations.

**Form 10B
on the following page
is also located in Excel format
on the
Washington State Housing website.**

Form 10B (Spring 2003)
RESIDENTIAL PER UNIT COST DATA AND BRIDGE TO PERMANENT FINANCING
NOTE: Available in Excel format on the Washington State Housing Division website

Summary of Development Costs

Total Development Cost	\$0	
Less Non-Residential Cost	\$0	
Total Residential Cost	\$0	Repeat as A below

Residential Unit Cost

A.	Total residential development cost	\$0	A
B.	Number of residential units (pads for mobile home parks, bedrooms for shelters, group homes, and other forms of shared housing)		B
C.	Maximum number of individuals to be housed		C
D.	Number of households to be served		D
E.	Number of residential square feet		E

Bridge & Permanent Financing Detail

Bridge Financing

Source	Amount	Interest Rate	Term	Source of Repayment
Total of all Bridge Financing	\$0			

Permanent Financing

Source	Amount	Interest Rate	Term	Comments (If tax credit, indicate 4% or 9%)
Total of Permanent Financing	\$0	= "Total Development Cost" in Project Summary		

**Form 11A
on the following page
is also located in Excel format
on the
Washington State Housing website.**

Form 11A (Available in Excel format on the Washington State Housing website)
ESTIMATE OF CASH FLOW DURING DEVELOPMENT

Project Name:

SOURCES AND AMOUNT OF REVENUE:

Short-term Financing

Subtotal

Permanent Financing

Subtotal

Total Revenue By Quarter

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8	Quarter 9	Quarter 10	Totals
Mo./Yr.	Mo./Yr.	Mo./Yr.	Mo./Yr.	Mo./Yr.	Mo./Yr.	Mo./Yr.	Mo./Yr.	Mo./Yr.	Mo./Yr.	

--	--	--	--	--	--	--	--	--	--	--

cross-check

EXPENSES:

Acquisition Costs

Construction Costs

Dev. Costs: Professional

Other Development Costs

Repayment of Pre-Dev Loan

Total Cost By Quarter

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8	Quarter 9	Quarter 10	Totals

cross-check

REMAINDER BY QUARTER:

(Revenue less Cost)

--	--	--	--	--	--	--	--	--	--	--

**Notes on potential cash
flow problems:**

SOURCES AND AMOUNT OF REVENUE:[illegible]

(Revenue less Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes on potential cash flow problems:									
	Total project cost = \$3.0M with \$50,000 from the WCDLF Pre-Development Loan Fund								

6-31

FORM 12
AFFORDABLE HOME BUYER WORKSHEET

Using the form below, calculate the affordability of the homes to the homebuyers. Include several examples to reflect the project's different purchase prices and household incomes, as applicable. Complete the household assumption and loan assumption information for each example.

Calculate the affordability gap (amount needed for downpayment assistance) by subtracting the homebuyer's funds from the purchase price plus closing costs.

Household and Purchase Assumptions		Loan Assumptions	
Gross Monthly Income:	\$	1st mortgage:	\$
% of Median Income:		Interest rate	
Household Size:		Term	
Purchase Price:	\$	2 nd mortgage:	\$
Closing Costs:	\$	Interest rate:	
Homebuyer Cash:	\$	Term:	
Affordability Gap:	\$	# years deferred:	

1. Gross monthly income	
2. Maximum Monthly Housing Costs (____%)*	
Housing Expenses	
3. 1st Mortgage Payment	
4. 2 nd Mortgage Payment	
5. 3rd Mortgage Payment (if applicable)	
6. Property Taxes (note if any exemption)	
7. Homeowners Insurance	
8. Private Mortgage Insurance (PMI)	
9. Other Costs (homeowners dues, condo association dues)	
10. Total Monthly Housing Costs (total lines 3 – 9) (____%)	

***NOTE: HTF GENERALLY RECOMMENDS USING A RANGE OF 33% TO 35% OF GROSS MONTHLY INCOME FOR MAXIMUM MONTHLY HOUSING COST. IF YOU ARE USING A DIFFERENT RATIO, PLEASE EXPLAIN ON PROJECT DESCRIPTION (FORM 2).**

Form 13A
DOWN PAYMENT ASSISTANCE BUDGET

Include all sources of funding for down payment assistance in the project, status of funds not yet committed to the project, terms of other sources, the estimated amount per household and the number of households to be assisted per source.

SOURCE	INDICATE IF FUNDS ARE PROPOSED OR COMMITTED (IF FUNDS ARE NOT COMMITTED, INDICATE IF AN APPLICATION HAS BEEN SUBMITTED)	TOTAL AMOUNT	TERMS	ESTIMATED \$ PER HOUSEHOLD	ESTIMATED NUMBER OF HOUSEHOLDS SERVED

Form 13B
REHABILITATION ASSISTANCE BUDGET

Include all sources of funding for rehabilitation assistance in the project, status of funds not yet committed to the project, terms of other sources, the estimated amount per household and the number of households to be assisted per source.

SOURCE	INDICATE IF FUNDS ARE PROPOSED OR COMMITTED (IF FUNDS ARE NOT COMMITTED, INDICATE IF AN APPLICATION HAS BEEN SUBMITTED)	TOTAL AMOUNT	TERMS	ESTIMATED \$ PER HOUSEHOLD	ESTIMATED NUMBER OF HOUSEHOLDS SERVED

Form 14
MANAGEMENT TEAM AND MANAGEMENT PLAN
(Limit response to one page)

Briefly describe your process for homebuyer selection. Specifically describe how you will assure initial income eligibility of the owners of the proposed project. Provide an outline showing basic elements of the existing or future management plan (applicable for land trusts, condominium associations, and cooperatives).

- Describe the process to market the homes and how homebuyers will be qualified for mortgages.
- Describe how the development of this project will be managed and how the closing of home sales will be conducted.

Form 15
EXPERIENCE OF APPLICANT/DEVELOPMENT TEAM

- Describe your organization's experience and capacity to develop the type of housing you are proposing.
- List key development team staff and their qualifications and attach resumes. See 206.2.
- Complete Form 16 – Projects Completed and Under Development
 - Complete one copy of this form for your organization
 - Complete a second copy of this form for your housing developer if you have contracted with a separate entity to do your development work
- **Attachments in this Tab:**
Resumes of development team members)

PROJECTS COMPLETED AND UNDER DEVELOPMENT

Name of Organization: _____

COMPLETED PROJECTS

Name	Location	# of Units	Year Completed	Total Project Cost	Sources of Financing

PROJECTS UNDER DEVELOPMENT

(Include all projects currently under construction or projects for which you plan to seek funding in the next 6 months or have received at least one funding commitment)

Name	Location	# of Units	Funding Status	Begin Construction	Complete Construction	Key Staff

Recommended categories for "Funding Status": Partially funded; Fully funded

- Describe the financial stability of the agency, including any recent audit findings and how your agency is resolving them.
- **Attachments in this Tab:**
 - Current certification from the Washington State Secretary of State that the applicant is registered as a nonprofit organization.
 - Letter from IRS that applicant is tax-exempt nonprofit organization.
 - Signed board resolution or a copy of board minutes authorizing submittal of an HTF application.
 - List of current board members, addresses, phone numbers, occupations & board tenure. Attach resumes of board members. See 206.3
 - Current report from the licensing agency, if license is required.

Form 18
REVOLVING LOAN FUND ACTIVITY SPREADSHEET

		PROGRAM ACTIVITY				INCREASES (+)		REDUCTIONS (-)			RE-USE	MANAGEMENT	
HTF Contract Number	Current Balance Available	Units Sold or Rehab.	HTF Mortgage Assistance Per Unit	Total HTF Mortgage Funds Disbursed	Total All Mortgage Funds Disbursed Through Revolving Loan Fund	Interest Earned	Payments Received	Loans Paid Off	Loan Principle Forgiven	Losses Incurred By Fund	Funds Reinvested	Total Cost For Fund Mgmt.	Mgmt. Costs Paid With HTF Funds
Current Fund Balance											Available For Reuse		

*Use additional sheet to describe your revolving loan fund activity